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From: Kathleen Scott <kscott@csufresno.edu>

Date: Mon, Apr 3, 2017 at 12:41 PM

Subject: Re: APM 320 - Final Draft

To: Kevin J Ayotte <kjayotte@csufresno.edu>

Cc: Venita Baker <venitab@csufresno.edu>, Diana Ralls <diana_ralls@csufresno.edu>, Debbie Adishian-Astone <debbiea@csufresno.edu>

Debbie promised to provide a sample template to archive the existing APM 303. I discussed with Faculty Affairs and we recommended the following:

- a. Prepare memo from you to President Castro recommending removal of current APM 303 from APM website. Current APM 303 will be archived at Faculty Affairs.
(See attached draft - nepotism policy recommendation to remove from APM)
- b. Update APM website (<http://www.fresnostate.edu/academics/facultyaffairs/forms-policies/apm/300.html>) as illustrated below.
 - i. Redirect current APM 303 link to memo describing action taken.
 - ii. Update link under description to point to CSU HR 2004-18
 - iii. Maintain link to sample memo
 - iv. Add copy "please refer questions to University Human Resources or Faculty Affairs".

300 – Personnel <http://www.fresnostate.edu/academics/facultyaffairs/forms-policies/apm/300.html>

| Last Updated | Section | Description |
|--------------------------|--|---|
| Jan 2008 - April 3, 2017 | 303 <i>Replace link to current APM 303 to memo that outlines action taken (APM archived in office of faculty affairs)</i> | Policy on Nepotism, (CSU Policy HR 2004-18) <i>Link to http://www.calstate.edu/hradm/pdf2004/HR2004-18.pdf</i> <i>-sample memo (no changes)</i> <i>Add: Please refer questions to University HR or Faculty Affairs</i> |